

# Holden R-III Facility Request Form

Please view the school calendar at <http://holdenschools.org/calendar> to check availability prior to submitting your request to the Activities Director.

**Note:** An organization and/or individual applying to use district facilities will need to sign an **Agreement for Use of Facility:** <http://goo.gl/jz13Nv> Fax Agreement to: 816-732-4142. If you have questions regarding facility use, please contact the Holden High School Office, 1901 S. Main, Holden, MO 64040; Phone: 816-732-5523.

Requestor Name: Jane Hawn

Requestor Email Address: jhawn@holdenschools.org

Event Title: FFA Banquet

Date of Event: May 6th, 2021

Number Attending: 150

If recurring, please list: Frequency:

Last Date of Event:

Start Time of Event: 6pm

End Time of Event: 8pm

Set Up Begin Time: after school  
3:30 pm

Breakdown End Time: 8:30 pm

Technology Services:

Projector  
Laptop  
Screen

Mic  
Speakers  
Other:

Custodial Services:

Bleachers  
Climate Control  
Event Set up / Breakdown

Stage Setup  
Lunch Tables  
Other:

Location:

**Elementary**

Gym  
Library  
K-2 Cafeteria  
3-5 Cafeteria  
Other:

**Middle School**

Gym  
Library  
Cafeteria  
Conference Room  
Other:

**High School**

Gym  
Library  
Cafeteria  
Multipurpose Room  
Other:

Additional information that may be helpful:

We will need long tables and chairs for 12 people on stage. Students will help set up and break down for Banquet.